

Request for Proposal

City of Whittier
Whittier, Alaska
Harbormaster Office
Request for Proposal # 01-16
Replace Roof
REQUEST FOR PROPOSAL

The City of Whittier is requesting written proposals from qualified vendors interested in installing a new metal roof on the Whittier Harbormaster's Office building in Whittier, Alaska. Sealed proposals, plainly marked, "RFP #01-16 – HARBORMASTER ROOF" addressed to the City of Whittier City Manager, City of Whittier, P.O. Box 608, Whittier, AK 99693 will be accepted until 2:00 p.m. March 11, 2016. PROPOSALS RECEIVED AFTER 2:00 P.M. WILL NOT BE CONSIDERED.

Copies of this RFP may be obtained at the front desk of Whittier City Hall, at the Whittier Harbormaster's Office, by email from harbormaster@whittieralaska.gov, or by calling (907) 472-2327 x6.

The City of Whittier reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

If you have any questions pertaining to the submittal and review process of City bids please contact the City of Whittier Harbormaster at the following number: 907-472-2327 x6.

The City welcomes potential contractors to a site visit, supervised by the city, to better understand the dynamics, operations, location and access to the facility. To arrange for a visit or if you have any questions pertaining to the specifics of this RFP and the scope of services, please contact the City of Whittier Harbormaster, Andy Dennis at the following number: 907-472-2327 x6.

I. INTENT OF SOLICITATION

The City of Whittier (City) is soliciting competitive proposals from qualified contractors to replace the roof on the Whittier Harbormaster's Office Building, along with any necessary underlayment and fascia replacement. Additional service requirements will be found in SECTION III, SCOPE OF WORK.

II. BACKGROUND

The Whittier Harbormaster's Office building houses the offices for the Harbor staff as well as storage, workshop, showers and public restrooms.

Whittier is located in an extremely wet and windy climate and the roof should be designed to withstand 150 MPH wind driven rain.

III. SCOPE OF WORK

Remove and dispose of existing metal roof and fascia. Install new metal roof, along with any necessary underlayment and fascia. Shop drawings must show description of materials and fasteners.

Contractor shall possess and keep in force all licenses, business permits and other permits required to perform the services of this Agreement. Work shall be completed no later than June 1, 2016.

IV. SUBMITTAL REQUIREMENTS

Each Vendor shall submit two (2) original signed copies of its proposal. The proposal shall be submitted in the following manner:

1. Contractor Description. Provide a description and history of the Contractor emphasizing the Contractor's resources and expertise in the area(s) relevant to this RFP. In addition, identify the person(s) who has decision-making authority for the Contractor; and who will be the Contractor's primary contact person(s) with the City.
2. Proposals
 - Clearly state the total cost to the City for completion of all work.
 - Provide evidence of liability insurance, and worker's compensation insurance if applicable.

V. SELECTION CRITERIA

Each proposal shall be evaluated based on the following criteria set forth in Whittier Municipal Code (WMC):

1. Contract shall be awarded by written notice issued by the purchasing officer to the lowest responsive and responsible bidder; provided, that a preference of five percent of the lowest responsive and responsible bid, but not exceeding \$5,000, may be allowed to any bidder whose principal place of business is in the City. If the Council determines that it is in the best interest of the City to do so, the City may reject all bids. (WMC 3.32.170(A))
2. Contractor's qualifications and responsibility. (WMC 3.32.160)
 - A. The skill and experience demonstrated by the bidder in performing contracts of a similar nature;
 - B. B. The bidder's record for honesty and integrity;
 - C. C. The bidder's capacity to perform in terms of facilities, personnel and financing;
 - D. D. The bidder's past performance under City contracts. If the bidder has failed in any material way to perform its obligations under any contract with the City, the bidder may be deemed a non-responsible bidder.
3. Waiver of Irregularities: The Council may waive irregularities in any and all bids, except that timeliness and manual signature requirements shall not be waived. (WMC 3.32.180)

Proposals will be opened at the front desk in City Hall on March 11, 2016 at approximately 2:00 P.M. A contract may be awarded by City Council on March 18, 2016 if recommended by the City Manager. The City of Whittier reserves the right to reject any and all proposals, to waive technical or legal deficiencies provided that a bid is both responsive and responsible, to make such investigation as it deems necessary to evaluate the contractor's qualifications, to accept any proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.